

# VACANCY NOTICE

3045 CS-376

REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Systems Administrator</u>	CLASSIFICATION CODE: <u>02796600</u>
	SALARY RANGE: <u>139A, \$77,626-\$87,964</u>	REFERENCE POSITION NO.: <u>2475-90000-983</u>
	Department or Agency Name <u>Administration</u>	APPLICATION PERIOD: <u>3/6/13 - 3/30/13</u>
	Division/Section/Unit <u>Information Technology</u>	
	Assignment(s) / Comments _____	
	Shift and Days: <u>1st (Monday-Friday)</u>	Job Location: <u>Providence, RI</u>
	Restrictions/Limitations: <u>Leave to protect status ending 9/7/13</u>	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: _____	
	There is _____ is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
To be responsible for planning, managing, organizing coordinating, reviewing and directing management, communications, planning and research technologies, and information systems.		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>Education:</b> Such as may have been gained through: graduation from a college of recognized standing with a Master's Degree in Computer Science, Public Administration, Evaluation Research, Social Policy or related area; and <b>Experience:</b> Such as may have been gained through: development of information system design and operation, program design and supervision, research design and implementation, and quality control techniques and principles. <u>Or</u> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	The following experience and knowledge is preferred: experience with Oracle E-Business ERP applications and Oracle databases 10g or higher; experience with Windows Server; a thorough understanding of Oracle E-Business Suite database architecture to include the following modules: (Timesheets--Oracle Time and Labor, Grants/Projects, General Ledger, Payables, Purchasing, ISupplier, Sourcing, Receivables, Human Resources and Inventory); strong PL/SQL with thorough knowledge of PL/SQL procedures, functions and triggers; creating and supporting custom reports utilizing Oracle Reports Builder 6i and custom written PL/SQL packages used to produce Excel reports; experience in using Develop Tools such as Oracle's Enterprise Manager, TOAD, SQL, Plus, Oracle Forms Builder 6i, Oracle Reports Builder 6i, Oracle Workflow Builder 2.6 or higher.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Becky L. Rodrigues	
	Department of Administration	
	General Government Service Center	
	One Capitol Hill, 3rd Floor	
	Providence, RI 02908	
	Telephone #:	(401) 222-1238
	Email:	<a href="mailto:beckyr-resume@hr.ri.gov">beckyr-resume@hr.ri.gov</a>
	TTY/TDD #:	7 1 1
	(Telecommunication Device for the Deaf)	



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